



**the dpsa**

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REPUBLIC OF SOUTH AFRICA**

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## TO HEADS OF DEPARTMENTS/ PROVINCIAL ADMINISTRATIONS

### ADJUSTMENT OF THE ALLOWANCES AND TARIFFS IN THE FINANCIAL MANUAL FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS AND THE DETERMINATION ON WORKING TIME: WITH EFFECT FROM 1 JULY 2011: PSCBC RESOLUTION 2 OF 2011

1. This Department's evenly-numbered circular dated 1 August 2011 has reference.
2. Following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, the Minister for Public Service and Administration determined in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, the adjustment of the under-mentioned allowances and tariffs with effect from 1 July 2011:
  - 2.1. Standby Allowance,
  - 2.2. Separation Allowance,
  - 2.3. Cryptographic Allowance,
  - 2.4. Personal Non-pensionable Allowance (PNPA): Allowances for Personnel Serving Executing Authorities,
  - 2.5. Allowances Payable to Research Personnel and Members of Visiting Teams: Antarctic and Gough and Marion Islands; and

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhumende nokuPhata  
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- 2.6. Adjustment of the Rates of Casual Workers which cannot be linked to Specific Occupational Classes.
3. The Minister for Public Service and Administration, following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, continued to determine in terms of section 3(5)(a) of the Public Service Act, 1994, that the maximum basic salary for purposes of the calculation of overtime, as contained in paragraph 4.1 of Part I and paragraph 1.1 of Part III of the Determination on Working Time, be adjusted to R185,958 p.a. with effect from 1 July 2011.
  4. The attached Financial Manual for Purposes of the Calculation and Application of Allowances and Benefits (Financial Manual) and the Determination on Working Time have been adjusted accordingly. The revised Financial Manual and Determination on Working Time are also available on the dpsa website at <http://www.dpsa.gov.za/cos documents.asp>
  5. National Treasury has approved under reference 17/5 p dated 28 November 2011, the additional expenditure emanating from the above-mentioned determinations, provided that the additional expenditure is met from current departmental budget allocations.



*fer*  
**DIRECTOR-GENERAL**

**DATE:** *29 November 2011*



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# **FINANCIAL MANUAL**

**For Purposes Of The Calculation and Application  
Of Allowances And Benefits**



**JULY 2011**

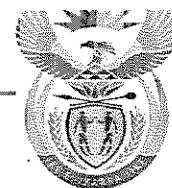
**Issued by the Minister for Public Service and Administration**



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## **INTRODUCTION**

The Minister for Public Service and Administration has in terms of section 3 (3) (a) of the Public Service Act, 1994, as amended, determined the formulas and/or allowances contained in this Financial Manual to give effect to payment of allowances and benefits due to eligible employees.



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## 1. SERVICE BONUS

(Resolution 3/99 Part I and Resolution 7/2000 Part 11)

1.1. The service bonus of an employee should be calculated as follows:

$$\text{Amount of the service bonus} = \frac{A}{365} \times B - \left[ \frac{C}{365} \times B \right] + \left[ \frac{D}{E} \times \frac{B}{365} \right]$$

where-

- A** represents the following service period (in days and not more than 365 days), as the case may be -
- the service period of 12 months ending on the last day of the month that precedes the month in which the service bonus pay date for the employee concerned falls; or
  - the period which elapsed from the date of the (latest) appointment of the employee concerned up to the last day of the month preceding the month in which his or her service bonus pay date falls, if he or she had not been employed for the full period of 12 months as mentioned above;
- B** represents the following amount, namely -
- 100% of the gross basic salary (excluding any allowance, irrespective of whether it is pensionable or not) of the employee for the month in which his or her service bonus pay date falls, if he or she is a member of a pension fund; or
  - the gross basic salary (excluding any allowance, irrespective of whether it is pensionable or not) of the employee for the month in which his or her service bonus pay date falls if he or she does not qualify for membership of a pension fund;
- C** represents the number of days, if any, in respect of which the person concerned, during the appropriate period represented by factor A above, received no salary as a result of -
- vacation and/or special leave without pay granted to him or her; and/or
  - unauthorised absences from service recorded as vacation leave without pay; and/or
  - his or her having been suspended from his or her duties without emoluments in terms of the applicable employment legislation that he or she was appointed; and/or
  - payment of his or her salary having been entirely suspended on the grounds of an offence, which he or she committed while carrying out military service; and
- D** represents the number of working hours, if any, in respect of which the person concerned during the appropriate period represented by factor A above, received no salary because of unauthorised absences from duty which is recorded as pro rata vacation leave without pay; and



E represents the minimum number of working hours, which the employee concerned must work per day.

1.2. The pro rata service bonus should be calculated according to the following formula:

$$\text{Amount of the service bonus} = \frac{A}{365} \times B - \left[ \frac{C}{365} \times B \right] + \left[ \frac{D}{E} \times \frac{B}{365} \right]$$

Where

A represents the period (in days) extending from the first day of the month in which his or her last service bonus pay date fell (or from the date of appointment in the case of death if the deceased was not paid a service bonus previously), up to his or her last day of service.

B to E represents the same as depicted in 1.1 above with the exception that where reference is made to the month in which his/her service bonus pay date falls, it should be replaced by the month his/her services terminate.

## 2. LEAVE PAYOUTS

*(Resolution 7/2000, Resolution 5/2001 and Resolution 15/2002)*

Please refer to the *Determination on Leave of Absence in the Public Service*, issued under cover of circular 17/8/P dated 30 July 2010 and Chapter 3 of the *SMS Handbook* for the applicable formulas.

## 3. HOUSING ALLOWANCE

*(Resolution 2 of 2004 Paragraph 7)*

Please refer to the *Determination on Housing* issued under cover of circular under reference 17/8/P dated 21 August 2007, read with the circulars under reference 1/6/4/1 dated 16 September 2005 and 6 March 2006.

## 4. OVERTIME REMUNERATION

*(Resolution 3/99 Part VII and Resolution 1 of 2007)*

Please refer to the *Determination on Working Time* issued under cover of circular with reference 17/8/P dated 19 January 2011.

## 5. STANDBY ALLOWANCE

*(Resolution 3/99 Part VIII, Resolution 1 of 2007, Resolution 5 of 2009 and Resolution 2 of 2011.)*

R49.85 p.d. (With effect from 1 July 2011)

## 6. DANGER ALLOWANCE

*(Resolution 1 of 2007 paragraph 7.1 and Annexure A to the Resolution)*

6.1. Standard Danger Allowance from R304.00 to R319.00 p.m. (with effect from 1 July 2011)

6.2. Special Danger Allowance from R456.00 to R478.00 p.m. (with effect from 1 July 2011)



6.3 The basic principle for the calculation of the Danger Allowances in daily terms, is as follows:

Annual Tariff

$$365 \quad \text{Example:} \quad \frac{R 319.00 \times 12}{365} = R 10.49 \text{ p.d.}$$

The Danger Allowances are adjusted with each financial year's projected Headline CPI inflation. (In this case for the financial year 2010/2011.)

**7. TRANSPORT BETWEEN RESIDENCE AND WORK**

*(Resolution 3/99 Part X)*

Employees who on a monthly basis use government transport on less than half of the working days per month, because they only travel in one direction daily, working shifts or do not frequently use the said transport for specific reasons, pay only half the applicable tariffs. The percentage utilisation in the circumstances referred to above is calculated as follows:

$$\frac{\text{Number of single trips} \star \text{ travelled in the relevant month} \times 100}{\text{Number of workdays} \star \text{ in the relevant month} \times 2}$$

★ = the number of trips/workdays or a ratio based on the average number of single trips normally travelled per month according to the department and the average number of days normally worked per month.

For a full explanation on how the tariffs for transport between residence and work should be calculated, please refer to Annexure C.

**8. ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC**

*(Public Service Regulation Chapter 1/Part V/E.2)*

The expenditure on accommodation while an employee is on official journey outside the Republic must be defrayed as set out in Annexure A to this Financial Manual.

**9. SEPARATION ALLOWANCE**

*(Resolution 3/99 Part XIV, Resolution 1 of 2007, Resolution 5 of 2009 and Resolution 2 of 2011.)*

R 41.05 p.d. (with effect from 1 July 2011) payable to all employees irrespective of their marital status, who spend a **minimum** of 60 days per year away from their family members.

**10. ALLOWANCES FOR PERSONNEL SERVING EXECUTIVE AUTHORITIES**

*(Resolution 3/99 Part XIX)*

This Determination applies to personnel serving Executive Authorities only. The allowances as depicted in this paragraph should be paid to the designated incumbent of the relevant post. This paragraph must be read in conjunction with the Determination on PSCBC Resolution 3 of 1999/Part XIX Allowances for Personnel Serving Executing Authorities (the "Determination") at Annexure D to this document.

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## 10.1 Core Staff for Political Office Bearers

### 10.1.1 Chief of Staff of the Ministry, Administrative Secretary, Media Liaison Officer, Private Secretary/Appointments Secretary, Assistant Appointments and Administrative Secretary, Parliamentary Officer: Presidency and Deputy President's Offices

- a) R 4,910.00 p.m. personal non-pensionable allowance. (With effect from 1 July 2011)
- b) R 4,805.00 single clothing grant (once-off payment) (With effect from 1 July 2011).

### 10.1.2 Chief of Staff of the Ministry, Administrative Secretary\*, Media Liaison Officer, Private Secretary/Appointments Secretary, Assistant Appointments and Administrative Secretary, Parliamentary Officer: Ministers/Premiers/Head of Royal Family of the Zulu nation and Aide De Camp of the President

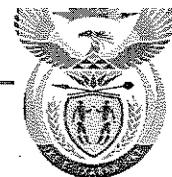
#### Head, Media Liaison Officer/Parliamentary Officer, Private Secretary: Deputy Ministers and Members of the Executive Council,

- a) R 4,505.00 p.m. personal non-pensionable allowance (With effect from 1 July 2011)
- b) R 4,805.00 single clothing grant (once-off payment) (With effect from 1 July 2011).

### 10.1.3 Driver/Messenger: President/Deputy President/Minister/Premier/ Deputy Minister/Member of the Executive Council/Kings/Paramount Chiefs in the RSA.

#### 10.1.3.1 R 5,279.00 p.m. personal non-pensionable allowance (With effect from 1 July 2011.

- (a) The allowance is suspended during periods of continuous authorised and unauthorised absence.
- (b) During the absence of political office bearer, the allowance is reduced by R 690 per month.
- (c) During the absence of the political office bearer when the driver renders normal departmental duties for periods of more than 30 days, the allowance is suspended.
- (d) When a relief driver or an additional driver is provided for longer than 30 days, a non-pensionable allowance of R 690 per month is payable.
- (e) When a relief driver is a member of the services, a non-pensionable allowance of R 690 per month is paid in addition to possible overtime worked.
- (f) When a member of the services is provided as an additional driver, a non-pensionable allowance of R 690 per month is paid in addition to possible overtime worked.



(g) The following pro rata allowances will apply in respect of incomplete months referred to above:

- R 173.56 per day for (a) and (c) above.
- R 150.87 per day when a reduced allowance is payable and R 173.56 per day for the full allowance in (b) above.
- R 22.68 per day in the case of (d), (e) and (f) above.

10.1.3.2 R 2,755 per annum clothing grant (With effect from 1 July 2011).

10.1.3.3 A clear distinction should be made between:-

- (a) the driver/messenger who is responsible to perform driver duties for political office bearers (therefore the transport of these persons) indicated in paragraph 10.1.3 of the Financial Manual (who normally are members of the National Protection Unit of the SAPS and who are responsible for protection and security service to political office bearers) and who previously qualified for the payment of allowances indicated in paragraph 10.1.3 of the Financial Manual; and
- (b) the driver/messenger who originally was the messenger in the office of the political office bearer responsible for messenger duties (and who did not qualify for the payment of any allowances indicated in paragraph 10.1.3) and who can now also perform driving duties. A code 08 driver's licence will be an appointment requirement. These personnel now qualify for the allowance payable in paragraph 10.1.4 of this Financial Manual.

#### **10.1.4 Driver/Messenger**

R1,025.00 p.m. non-pensionable allowance (With effect from 1 July 2011)

#### **10.1.5 Registry Clerk**

R 1,025.00 p.m. non-pensionable allowance (With effect from 1 July 2011)

#### **10.1.6 Secretary/Receptionist**

R 1,025.00 p.m. non-pensionable allowance (With effect from 1 July 2011)

#### **10.1.7 Household Manager**

10.1.7.1 Non-pensionable allowance to persons in the post class: Household Manager: Premier's Residence I and II: R 4,290.00 p.m. (With effect from 1 July 2011).

10.1.7.2 Non-pensionable allowance to persons in the post class: Household Personnel of the President



The allowance is payable at the following tariffs to the following personnel of the President/Deputy President who render a 24 hour service and must stay at the relative official residences:

Post Class	Allowance per month
Controller: Households	R 1,300
Household Manager	R 1,100
Deputy Household Manager	R 900
Assistant Household Manager	R 750

As the calculation of the above allowances is not based on the same formula as the allowance in paragraph 10.1.7.1, they do not adjust on the same basis!

#### 10.1.8 Household Worker

Non-pensionable allowance payable to Household personnel of the President: An allowance of R 550 p.m. is payable to the following personnel of the President and Deputy President who render a 24-hour service and must stay in the relevant official residences:

- (a) Housekeeping Supervisor
- (b) Senior Housekeeping Supervisor
- (c) Principal Housekeeping Supervisor

#### 10.1.9 Manager: Guest House

R 300 p.m. non-pensionable clothing allowance (With effect from 1 July 2011)

#### 10.1.10 Employees working in the Cabinet Secretariat in the Presidency and Provincial Governments

- (a) Employees working in the Cabinet Secretariat in the Presidency qualify *mutatis mutandis* for the payment of the allowances contained in paragraphs 10.1.1 to 10.1.9 above at a rate of 66.6% of the maximum prescribed amount, provided that the employee concerned complies with the criteria set out in paragraph 5.11.2 of the Determination on PSCBC Resolution 3 of 1999/Part XIX at Annexure D to this document. In other words -

R 4,910 p.m. X 66.6% = R3,270.00 p.m. personal non-pensionable allowance.



R4,805 single clothing grant X 66.6% = R3,200.00 (With effect from 1 July 2011).

(b) Employees working in the Cabinet Secretariat in Offices of Premiers of Provincial Governments qualify for the payment of the allowances contained in paragraphs 10.1.2 to 10.1.9 above at a rate of 66.6% of the maximum prescribed amount, provided that the employee concerned complies with the criteria contained in paragraph 5.11.2 of the Determination on PSCBC Resolution 3 of 1999/Part XIX at Annexure D to this document. In other words -0

R4,505.00 p.m. X 66.6% = R3,000.00 p.m. personal non-pensionable allowance.

R4,805 single clothing grant X 66.6% = R3,200.00 (With effect from 1 July 2011).

## 11. SESSIONAL ASSISTANCE

*(Resolution 3/99 Part XX)*

11.1 Paragraph 3.1 of Resolution 3/99 Part XX: The sessional allowance shall equal-

11.1.1 R 149.00 per day (with effect from 1 April 2011) for an employee who has a spouse and/or dependants, or

11.1.2 R 93.00 per day (with effect from 1 April 2011) for an employee who does not have a spouse or dependants.

(The discrimination in the payment of these allowances between ministerial and all other sessional personnel in the former Special PAS for Sessional Officials, lapsed with effect from 1 July 1999.)

11.2 Paragraph 6.1 (b) of Resolution 3/99 Part XX: For each day on which an employee receives a sessional allowance, the employer shall pay her/him R 14.90 per day (with effect from 1 April 2011) for each eligible child.

11.3 The hotel accommodation at table 1 of the said Resolution should read as follows: (These tariffs adjusted with effect from 1 April 2010)

"The amount over R 2,560.25 per month for a married employee, and R1, 907.50 per month for a single employee, resulting from: ...

4 A maximum amount for meals of:

- R 2, 429.50 for the employee and/or a dependant aged over 10 years; and
- R 1,219.00 for a dependant aged under 10 years."



## 12. CRYPTOGRAPHIC ALLOWANCE

*(Resolution 3/99 Part XXV and Resolution 2 of 2011.)*

6,5% of the minimum salary at level 7, rounded to the nearest round amount divisible by 3. The per annum amount divided by 12 provides the monthly tariff.

$$6,5\% \times R 149,742 = \frac{R9,732 \text{ p.a.}}{12} = R811.00 \text{ p.m. (With effect from 1 July 2011)}$$

## 13. THE ANTARCTIC AND GOUGH AND MARION ISLANDS

*(Resolution 3/99 Part XXVII and Resolution 2 of 2011.)*

14.1 Paragraph 2.3 of Resolution 3/99 Part XXVII = R 16,734 per annum (with effect from 1 July 2011).  
The allowance at paragraph 3.2 (a) is payable from the date which the ship concerned leaves Cape Town until the date (included) on which it returns to Cape Town (all bases).

14.2 Paragraph 3.2 (b) = R 4,051 (With effect from 1 July 2011.)

14.3 Paragraph 3.2 (c), (e) and (f) = R 3,247 (With effect from 1 July 2011.)

14.4 Paragraph 3.2 (d) = R 1,636 (With effect from 1 July 2011.)

## 14. RECOGNITION OF LONG SERVICE

*(Resolution 3/99 Part XXVIII and Resolution 6 of 2003)*

Please refer to the *Determination on Long Service Recognition in the Public Service (Levels 1 – 12)* issued under cover of circular 17/7/P dated 1 April 2009 and Chapter 3 of the *SMS Handbook*.

## 15. NIGHT SHIFT ALLOWANCE

*(Resolution 3/99 Part XXXI and Resolution 1 of 2007)*

The Night Shift Allowance of R2.02 per hour is adjusted to R2.12 per hour with effect from 1 July 2011 as the night shift allowance is adjusted with each financial year's projected Headline CPI inflation with effect from 1 July of each year. (In this case for the financial year 2011/2012.)

## 16. GRADING AND REMUNERATION

*(Resolution 3/99 Part XXXVI)*

Refer to Public Service Regulation Chapter 1, Part V/C.9 and **Annexure B** for the rates for casual employees with effect from 1 May 2011.

## 17. RESETTLEMENT EXPENDITURE: NEW SCHOOL BOOKS, UNIFORMS AND RELATED COSTS

*(Resolution 3/99 Part XV)*

For purposes of paragraph 3.6 (a) of PSCBC Res. 3 of 1999 the once-off amount amounts to R992 per child, with effect from 1 July 2010.



**18. SUBSISTENCE AND CAMPING ALLOWANCE**  
*(Resolution 3/99 Part XII and XIII)*

<b>TYPE OF ALLOWANCE</b>	<b>MAXIMUM ALLOWANCE W.E.F. 1 APRIL 2011</b>
Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R88.00
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R286.00
Daily allowance payable to camping personnel	R106.50

**19. COMPENSATION FOR SHIFT WORKERS ON PUBLIC HOLIDAYS**  
*(The Public Holidays Act, read with section 18 of the BCEA)*

Please refer to the Determination on Working Time issued under cover of circular with reference 17/8/P dated 19 January 2011 for further details.



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ANNEXURE A

**ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE  
REPUBLIC OF SOUTH AFRICA**



## ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

**NOTE: PLEASE ALSO CHECK CIRCULARS ON *the dpsa website* FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER**

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:
  - 1.1. In the case of official visits to the countries listed in the table hereunder:
    - 1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
    - 1.1.2. A special daily allowance to compensate for the employee's three meals (breakfast, lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc).
  - 1.2. In the case of official visits to the countries not listed in the table hereunder:
    - 1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;
    - 1.2.2. The reasonable actual costs of three meals; and
    - 1.2.3. A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which so not form part of meals, etc). This allowance was determined to be R85.00 per day up to the 31 March 2011 and is revised with effect from 1 April each year.
2. The amounts set out in the table hereunder are maximum amounts. Therefore when accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance must be considered.

Due to the above, it is advisable to have a departmental policy on the payment of such reduced amounts. In the formulation of such policy, departments are



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strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:

2.1 Incidental expenses (15%)

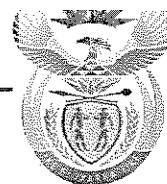
2.2 Breakfast (20%)

2.3 Lunch (20%)

2.4 Dinner (45%)



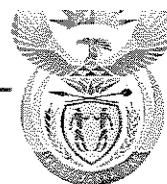
Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Albania	Euro	88	66
Algeria #	Euro	94	71
Angola	US \$	309	233
Antigua and Barbuda	US \$	200	151
Argentina	US \$	83	62
Armenia #	US \$	200	151
Austria	Euro	98	74
Australia #	A \$	171	129
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus #	Euro	69	52
Belgium #	Euro	127	96
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	58	44
Bosnia-Herzegovina	Euro	71	53



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Botswana	Pula	471	355
Brazil	US \$	133	100
Brunei	US \$	80	60
Bulgaria	Euro	84	63
Burkina Faso	Euro	84	64
Burundi	US \$	125	94
Cambodia	US \$	72	54
Cameroon	Euro	187	141
Canada #	C \$	143	108
Cape Verde Islands	Euro	59	44
Central African Republic	Euro	85	64
Chad	Euro	110	83
Chile	US \$	94	71
China (People's Republic)	US \$	117	88
Colombia	US \$	85	64



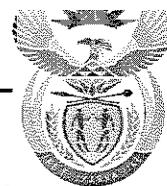
Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Comoros #	Euro	116	88
Cook Islands	New Zealand \$	183	138
Cote D'Ivoire	Euro	88	67
Costa Rica	US \$	67	50
Croatia	Euro	105	79
Cuba #	US \$	121	91
Cyprus	Euro	104	78
Czech Republic	Euro	82	62
Democratic Republic of Congo #	US \$	262	197
Denmark #	Danish Kroner	1.335	1.006
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	100	75
Egypt #	US \$	107	81
El Salvador	US \$	175	132
Equatorial Guinea	Euro	118	89



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Eritrea	US \$	84	63
Estonia	Euro	83	62
Ethiopia	US \$	59	45
Fiji	US \$	71	54
Finland	Euro	140	106
France	Euro	128	96
Gabon	Euro	131	99
The Gambia	Euro	95	71
Georgia #	US \$	86	65
Germany	Euro	97	73
Ghana #	US \$	120	90
Greece	Euro	109	83
Grenada	US \$	137	103
Guatemala	US \$	75	57
Guinea	Euro	71	54
Guinee Bissau	Euro	54	41
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	169	127



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Hong Kong	Hong Kong \$	909	685
Hungary #	Euro	77	58
Iceland #	ISK	21,624	16,307
India #	Indian Rupee	4,355	3,284
Indonesia	US \$	78	59
Iran #	US \$	84	63
Iraq	US \$	114	86
Ireland	Euro	218	165
Israel #	US \$	147	110
Italy #	Euro	115	87
Jamaica	US \$	137	104
Japan #	Yen	15,878	11,973
Jordan #	US \$	156	118
Kazakhstan #	US \$	118	89
Kenya	US \$	105	79
Kiribati	Australian \$	212	160
Korea	US \$	140	105
Kuwait # (State of)	US \$	151	114
Kyrgyzstan	US \$	156	118
Laos	US \$	72	54



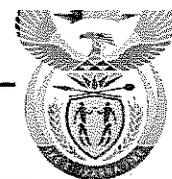
Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Latvia	US \$	134	101
Lebanon	US \$	126	95
Lesotho	RSA Rand	682	514
Liberia	US \$	88	67
Libya	US \$	102	77
Lithuania	Euro	140	106
Macao	Hong Kong \$	1,087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	97	73
Madeira	Euro	264	199
Malawi	Malawi Kwacha	19,726	14,875
Malaysia	Ringgit	307	231
Maldives	US \$	184	139
Mali #	Euro	165	124
Malta	Euro	120	91



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Marshall Islands	US \$	232	175
Mauritania	Euro	162	122
Mauritius	US \$	96	72
Mexico	US \$	78	59
Moldova #	US \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	108	81
Morocco #	Dirhams	940	709
Mozambique #	US \$	63	48
Myanmar	US \$	127	96
Namibia #	RSA Rands	708	534
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	102	77
New Zealand	New Zealand \$	158	119
Nicaragua	US \$	262	197
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	229	173



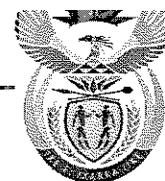
Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Norway #	NOK	1,532	1,155
Oman #	Rials Omani	63	48
Pakistan #	Pakistani Rupees	5,250	3,959
Palau	US \$	229	173
Palestine	US \$	134	101
Panama	US \$	89	67
Papua New Guinea	Kina	259	195
Paraguay	US \$	64	48
Peru	US \$	113	86
Philippines #	US \$	108	81
Poland	Euro	86	65
Portugal #	Euro	97	73
Qatar	Qatar Riyals	545	411
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	69	52



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Russia #	Euro	152	114
Rwanda #	US \$	75	57
Samoa	Tala	295	223
Sao Tome	Euro	78	59
Saudi-Arabia	Saudi Riyals	412	311
Senegal	Euro	86	65
Serbia	Euro	74	56
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore	Singapore \$	183	138
Slovakia	Euro	92	69
Slovenia	Euro	77	58
Solomon Islands	Solomon Islands \$	829	625
Spain	Euro	101	76
Sri Lanka	US \$	78	59
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	110	83



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Suriname	US \$	97	73
Swaziland	RSA Rand	744	561
Sweden	Swedish Krona	1,168	881
Switzerland	S Franc	183	138
Syria #	US \$	86	65
Taiwan #	New Taiwan \$	2,981	2,248
Tajikistan #	US \$	98	74
Tanzania	US \$	87	66
Thailand #	Thai Baht	3,799	2,865
Togo	Euro	71	54
Tonga	Pa'anga	196	148
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	110	83
Turkey	Euro	101	76



Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda	US \$	82	62
Ukraine #	Euro	94	71
United Arab Emirates	Dirhams	594	448
United Kingdom	B Pounds	113	85
Uruguay	US \$	99	75
USA	US \$	129	97
Uzbekistan	Euro	106	80
Vanuatu	US \$	146	110
Venezuela	US \$	307	231
Vietnam	US \$	85	64
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe #	US \$	109	82

### Definition of Symbols

# Revised on 1 March 2011

Please see circular under file number 17/1/P dated 31/3/2011 which is on the DPSA website regarding the implementation date.

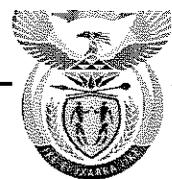


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**ANNEXURE B**

**RATES FOR CASUAL WORKERS WHICH CANNOT BE LINKED  
TO SPECIFIC OCCUPATIONAL CLASSES:**

**JULY 2011**



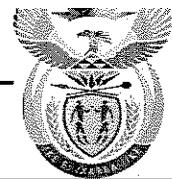
RATES FOR CASUAL WORKERS WHICH CANNOT BE LINKED TO SPECIFIC

OCCUPATIONAL CLASSES: ALLOWANCES ADJUSTED WITH EFFECT FROM 1 MAY 2011

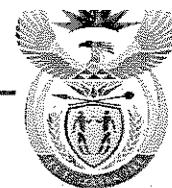
ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
<b>1. CASUAL TUTORS/ INSTRUCTORS/ EXAMINERS</b>			
1.1	Casual Lecturer for tuition of foreign languages with the aid of a language laboratory.	All	R 77.99 p.h.
1.2	Casual Tutor for tuition in RSA's official languages	SANDF	Minimum tariff R63.17 p.h. Maximum tariff R77.99 p.h.
1.3	Casual Instructor	SANDF	R115.13 p.h.
1.4	Casual Tutor	All Depts Excl Dept of Education	Minimum tariff R276.32 p.h. Maximum tariff R344.89 p.h.
1.5	Casual Tutor (i) Part-time Tutor with status lower than Senior Lecturer	Department of Education	Minimum tariff R41.87 p.h. Maximum tariff R62.74 p.h.
	(ii) Part- time Tutor with a status of Senior Lecturer or higher	Dept of Education	Minimum tariff R51.11 p.h. Maximum tariff R62.74 p.h.
1.6	Casual Tutor in first aid and home nursing	All	R28.83 p.h.
1.7	Casual Tutor: (hospital context: lecturers and demonstrations)	All	
	(i) General tuition of non-academic nature		R87.42 p.h.
	(ii) Academic tuition in connection with training of e.g. pupil nursing-/pupil paramedical personnel		R187.18 p.h.
	(iii) Academic tuition in connection with training of e.g. student nursing-/student paramedical personnel		R232.45 p.h.



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	(iv) Specialised tuition of academic nature in connection with training of e.g. student nursing-/student paramedical personnel presented by professional medical practitioners		R543.13 p.h.
1.8	Casual Tutor: SA Air Force College	SANDEF	R143.70 p.h.
1.9	Casual Music Tutor (Piano, theory, singing, recorder, wood wind, brass wind, stringed instruments and organ)	All	R28.83 p.h.
1.10	Casual Tutor (hospital context: marking of examination scripts)	All	
	(i) Up to and including Gr 12/N3		<b>Length of paper: 3 hours and longer</b>
			Year 1 per script R4.25
			Year 2 per script R4.29
			Year 3 per script R4.48
			<b>Length of paper: 1,5 hours to 2,5 hours</b>
			Year 1 per script R3.33
			Year 2 per script R3.69
			Year 3 per script R3.77
			<b>Length of paper: 1,5 hours and shorter</b>
			Year 1 per script R1.89
			Year 2 per script R2.14
			Year 3 per script R2.41
	(ii) Post School		<b>Length of paper: 3 hours and longer</b>
			Year 1 per script R4.71
			Year 2 per script R5.01
			Year 3 per script R5.14



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
			Length of paper: 1.5 hours to 2.5 hours
			Year 1 per script R4.02
			Year 2 per script R4.25
			Year 3 per script R4.48
			Length of paper: 1,5 hours and shorter
			Year 1 per script R2.59
			Year 2 per script R2.82
			Year 3 per script R3.02
1.11	Casual Examiner in first aid and home nursing	All	
	Medical Practitioner		R35.33 p.h.
	Other person		R88. 54 per course
<b>2. ESCORT/GUARD DUTIES</b>			
2.1	- Employees utilised as escorts after hours	All	Minimum tariff R48.30 p.h. Maximum tariff R386.44 p.d.
2.2	Special Escort	All	R386.44 p.d.
2.3	Relief Temporary Correctional Officer (Wardress)		R386.44 p.d.
2.4	Casual Hospital Guard		R386.44 p.d.
2.5	Temporary Matron		R386.44 p.d.
2.6	Casual Guard for psychiatric patients		R386.44 p.d.
<b>3. CASUAL INTERPRETERS</b>			
3.1	Casual Interpreter	Dept. of Foreign Affairs and SAPS	R77.99 p.h.
3.2	Casual Interpreter	All, excluding Dept. of Foreign Affairs and SAPS	R28.83 p.h. Minimum Tariff R46.13 p.d. Maximum Tariff R115.32 p.d.
<b>4. COMMUNICATORS</b>			



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
		All	
4.1	Casual Guest Speaker		
	(i) Guest speaker/lecturer on a professional level		R344.89 p.h.
	(ii) Guest speaker/lecturer on a lower level		R77.99 p.h.
4.2	Casual Communication Officer	All	R63.17 p.h.
<b>5. SURVEYS AND GENERAL ELECTIONS</b>			
5.1	<b>General Elections and Referenda</b>	Department of Home Affairs	
	(i) Electoral Officer		
	(a) Contested constituency		R14 910.00 once-off payment
	(b) Unopposed constituency		R1,240.00 once-off payment
	(ii) Presiding Officer		R1,050.00 once-off payment
	Pollster		R825.00 once-off payment
	Teller		R510.00 once-off payment
	Clerk of Electoral Officer		R7,200.00 p.m.
<b>6. ARTS</b>			
6.1	Casual Model in art section (portrait painting, figure drawing dressed & undressed)	All	R28.83 p.h.
6.2	Casual Accompanist for ballet classes	All	R28.83 p.h.
<b>7. MISCELLANEOUS</b>			
7.1	Employees who drive government owned vehicles to convey personnel between their residences and places of duty after hours	All	R31.10 per return journey (basic calculation)
	(i) Busses:		R48.21 per return journey
	(ii) Combi's:		R31.10 per return journey
	(iii) Motor cars:		R14.00 per return journey
7.2	Maintenance of water pumps and equipment after hours	Dept. of Public Works	



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	(i) Diesel/petrol/paraffin pumps (water and sewerage)		R136.31 p.m.
	(ii) Electrically powered pumps (water and sewerage)/ wind pump or hand pump/administration of chlorine		R34.10 p.m.
	(iii) Administration of flocculation chemicals and chlorine		R102.23 p.m.
	(iv) Reading of meters		R17.05 for first 5 meters (Thereafter:- R1.75 per meter)
	(v) Supervision and maintenance of diesel generator systems (power generators)		R136.31 p.m. per power generator

<b>8. EMPLOYEES PERFORMING HOUSEFATHER DUTIES</b>
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		All Depts excl Dept of Education	R37.13 p.h.
			<b>Average hours per week</b>
			1-5: average 3 hours
			R 482.00 p.m.
			6-10: average 8 hours
			R 1,286.00 p.m.
			11-15: average 13 hours
			R 2,090.00 p.m.
			16-20: average 18 hours
			R2,894.00 p.m.
			21-25: average 23 hours
			R3,698.00 p.m.
			26-30: average 28 hours
			R4,502.00 p.m.

<b>9. CASUAL LOCUST OFFICER</b>
---------------------------------

		Dept. of Agriculture	
9.1	Senior Locust Officer/District Locust Officer (air spraying)		R410.30 p.d.
	And		



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	District Locust Officer (ground spraying)/Assistant District Locust Officer (air spraying)		R410.30 p.d.
9.2	Assistant District Locust Officer (ground spraying)		R332.35 p.d.
9.3	Foreman/Lorry Driver		R276.75 p.d.
<b>10. PART-TIME FOREST RANGER</b>			
		Dept. Water Affairs and Forestry	Minimum tariff: R477.00 p.a. Maximum tariff: R4,701.00p.a.
<b>11. CASUAL EMPLOYEES FOR SPECIAL PROJECTS</b>			
		All	
11.1	Chief Supervisor/Controller		R87.40 p.h.
11.2	Supervisor		R65.65 p.h.
11.3	Production Unit		R56.05 p.h.



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ANNEXURE C

**GUIDELINES ON THE METHODOLOGY IN  
DETERMINING/CALCULATING THE TARIFFS FOR  
TRANSPORT BETWEEN RESIDENCE AND WORK**



## 1. Aim

The aim of this document is to provide guidelines to departments and provinces to enable them to execute their responsibility in revising the tariffs payable for the utilisation of transport between residence and work.

## 2. Mandatory Framework

2.1 The broad framework for the provisioning of transport between residence and work is set out in Part X of PSCBC Resolution 3 of 1999, i.e. the collective agreement on remunerative allowances and benefits. This framework requires from the executing authority to-

2.1.1 establish a written departmental policy, within the framework of the above-mentioned collective agreement, prior to the actual provision of transport between residence and work; and

2.1.2 revise the tariffs payable for the utilisation of such transport annually.

2.2 In respect of the annual revision clause 3.4 of the above Resolution, the applicable tariffs shall be revised on 1 October of each year by the lesser of-

2.2.1 the increase in the transport Consumer Price Index, or

2.2.2 the general salary increase.

## 3. Obtain of approval

### 3.1 Executing authority

3.1.1 The authority to determine the tariffs for transport between residence and work is vested in the Executing Authority.

3.1.2 Proposals for the revision of these tariffs must be submitted in writing to the Executive Authority.

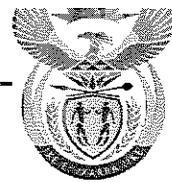
### 3.2 Treasury

Although the revision of the tariffs for transport between residence and work concerns an increase for the employee, it is reflected as an income on your budget. Treasury approval must be obtained subsequent to the approval obtained from the Executing Authority.

## 4. Consumer Price Index (CPI)

### 4.1 Where and how to find it

4.1.1 Stats SA publishes monthly the CPI in its Statistical Releases. Your Department can subscribe to these Statistical Releases. For this purpose you have to contact Stats S A -



- (a) By mail at Private Bag X44, Pretoria, 0001.
- (b) By phone (012) 310-8911
- (c) By Fax: (012) 322-3374

4.1.2 This information can also be retrieved from Stats SA's web site: [www.statssa.gov.za](http://www.statssa.gov.za).

## 4.2 Which Consumer Price Index To Use

- 4.2.1 The CPI for transport should be used for purposes of determining the tariffs for transport between residence and work.
- 4.2.2 Since the revised tariffs should be implemented with effect from 1 October of each year, the CPI for July should be used. This CPI is published in the Statistical Release published in August.

## 4.3 Changes in The Base Year

- 4.3.1 It is important to note that Stats SA changes the base year for the CPI every 5 years. Such changes are usually announced in their Statistical Releases. Information on conversion factors is also provided in these Releases.
- 4.3.2 You will thus be required to make certain adjustments in your formula for calculating the tariffs, every five years. The details are discussed later in this document. Failure to make the necessary adjustments will skew your information.

## 5. General Salary Increase

- 5.1 The average salary increases for levels 1 to 12 should be used.
- 5.2 Information on the average salary increases can be obtained from the Department for Public Service and Administration, after conclusion of the wage negotiations.

## 6. Calculation of Tariffs

For purposes of the revision of the tariffs for transport between residence and work, two sets of calculations will have to be done, i.e.

- Calculations based on the CPI; and
- Calculations based on the general salary increase.

These calculations must afterwards be compared to determine the lesser increase.

### 6.1 Calculations based on the CPI

#### 6.1.1 The basic formula

Multiplying the CPI for Transport with the applicable value of Y derives at the new tariff.



### 6.1.2 Suggested methodology

- (a) **Step 1:** Obtain the CPI Transport for July.
- (b) **Step 2:** Design a table according to the example at Annexure A.
  - (i) The table provides for 8 columns, i.e.:
    - Date of adjustment
    - Consumer Price Index
    - Stages 1 to 5, respectively for option 1
    - The uniform tariff
  - (ii) For ease of reference it is suggested that the columns be marked as indicated in the example A, B, C, etc.
  - (iii) The value of Y should be shown at the bottom row.
- (c) **Step 3:** Fill in the date of adjustment, e.g. 1 October 2001 in column A.
- (d) **Step 4:** Fill in the CPI Transport for July.
- (e) **Step 5:** Multiply the CPI with the value of Y and insert the answer in columns C to H, respectively. Please remember to round the amounts off to the nearest 50c. These values represent the amounts for transport between residence and work according to the CPI.

### 6.1.3 Change in the base year

- (a) As mentioned earlier Stats SA changes the base year every 5 years. Such changes are announced formally by Stats SA. The latter changes effect the value of Y and it has to be recalculated.
- (b) For purposes of recalculating the value of Y, the most recent amount should be divided by the CPI Transport for January of the year in which the base year changes.

## 6.2 Calculation using the average wage increase

### 6.2.1 The basic formula

Multiplying the average wage increase with the applicable value of Y derives at the new tariff.

### 6.2.2 Suggested methodology

- (a) **Step 1:** Obtain the average wage increase for the year concerned.
- (b) **Step 2:** Design a table according to the example at Annexure B.



- (i) The table provides for 8 columns, i.e.:
- Date of adjustment
  - Average wage increase
  - Stages 1 to 5, respectively for option 1
  - The uniform tariff
- (ii) For ease of reference it is suggested that the columns be marked as indicated in the example A, B, C, etc.
- (c) **Step 3:** Fill in the date of adjustment, e.g. 1 October 2001 in column A.
- (d) **Step 4:** Fill in the average wage increase.
- (e) **Step 5:** Multiply the average wage increase with the current amounts and insert the answer in columns C to H, respectively. Please remember to round the amounts off to the nearest 50c. These values represent the amounts for transport between residence and work according to the average wage increase.

### 6.3 Final determination of increase of tariff for transport between residence and work

Compare the amounts derived at in subparagraphs 5.1 and 5.2. The lesser amount of the two should form the new tariffs for transport between residence and work.

Prepare a submission with proposals and motivation to the Executing Authority for consideration and approval.

Obtain Treasury approval. It is suggested that you prepare a written request, e.g. a letter, to Treasury to obtain the necessary approval.

## 7. Communication

- 7.1 Since employees have to pay more as a result of the revision, though it might be little, they must be informed in time of any amendments as well as the date of implementation. It is suggested that it be done by means of a written communication setting out the full details.
- 7.2 In order to enable the PERSAL system to deduct the correct tariffs from the employees' monthly salaries, they have to be informed of the changes in the tariffs, including the implementation date. It is suggested that, where possible work sessions be arranged with PERSAL, followed by a written confirmation of the implementation proceedings.



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ANNEXURE D

**DETERMINATION ON PSCBC RESOLUTION NO 3 OF 1999/  
PART XIX:  
ALLOWANCES FOR PERSONNEL SERVING EXECUTING  
AUTHORITIES**



## ANNEXURE D

### DETERMINATION ON COLLECTIVE AGREEMENT PSCBC RESOLUTION 3 OF 1999 PART XIX: ALLOWANCES FOR PERSONNEL SERVING EXECUTING AUTHORITIES

#### 1. SCOPE

This Determination gives effect to PSCBC Resolutions 3 of 1999, 7 of 2000, 9 and 10 of 2001 and 6 of 2002, 1 of 2007, and must be read with paragraph 10 of the Financial Manual.

#### 2. PREVIOUS PRACTICE

2.1 The above agreement accommodates personnel who, in the past, were appointed in accordance with the following former PAS's/Special PAS's:

2.1.1 Role Playing Posts: As posts in this former Special PAS could not be linked to existing occupational classes, they were grouped in the said PAS. Holding of a post as indicated in item 3.0 of this PAS, amounted to the interpretation of a role and offered no career opportunities. Incumbents were originally supposed to occupy the posts only for a limited period and then to return to the occupational class/es of origin. This constituted that any occupational class, such as personnel officer, engineer, etc., could be applied.

2.1.2 Registry Clerk

2.1.3 Ministerial Typist

2.1.4 Household Manager

2.1.5 Household Worker

2.1.6 Manager: Guest House.

2.2 Executing Authorities' offices had to be adequately staffed to provide them with the support needed to carry out their functions. The following norms and restrictions dictated the filling of posts in the former Special PAS for Role Playing Posts:

2.2.1 Creation of role playing posts had to be effected on the basis of a full-scale work study investigation;

2.2.2 The filling of role playing posts were restricted to the rank/grading not higher than that of-

2.2.2.1 Director (or equivalent gradings) in the case of Private Secretary, Administrative Secretary, Parliamentary Officer, Special Programmes Officer and Public Relations Officer (PRO). The PRO had to, on a full-time and continuous basis, form part of the personnel core of a Minister/Premier as recommended by the PSC and approved by Cabinet.

2.2.2.2 Deputy Director (or equivalent grading) in any other administrative or line function including Assistant Private Secretary, except in the case of a Medical Attaché



where only members of the occupational class Medical Officer were to be utilized.

- 2.3 The provision of Private Secretaries, Assistant Private Secretaries, Administrative Secretaries, Public Relations Officers, Ministerial Typists, Registration Clerks and Drivers were further limited to the following numbers as, inter alia, determined in Chapter 14 of the Ministerial Handbook :- (The prescripts on the personnel in the table below were effective from 4 December 1996.)

Provisioning for-	Private Secretary	Assistant Private Secretary	Administrative Secretary	Public Relations Officer	Driver	Ministerial Typist	Registration Clerk	Messenger
Minister/Premier	1	1	1*	1	1	2	1	1
Deputy Minister/MEC	1	-	-	-	1	1	1	1

\* An additional post could be provided for those ministries, deputy ministries, Premiers and Members of the Executive Council where the portfolio included more than one executive institution.

### 3. STRUCTURE FOR CORE STAFF FOR POLITICAL OFFICE BEARERS

- 3.1 Paragraph 1 of Chapter 8 of the Ministerial Handbook provides guidelines for the establishment private office staff compliment in support of the Executive Authority. Some elements of the said Handbook are included in this paragraph for ease of reference and therefore do not seek to override the provisions/guidelines contained in the Handbook. This paragraph must be read in conjunction with the Ministerial Handbook.
- 3.2 The following core staff below may be utilised by the Executive Authority as a guideline for the establishment of his/her private office:

MINISTERS/PREMIERS	DEPUTY MINISTER/MEC
Chief of Staff in the Ministry	Head
Administrative Secretary*	-
Media Liaison Officer	Media Liaison Officer/Parliamentary Officer
Private Secretary/Appointments Secretary	Private Secretary
Assistant Appointments and Administrative Secretary	-
Parliamentary Officer	
Secretary/Receptionist (2 posts)	Secretary/Receptionist
Registry Clerk	Registry Clerk
Aide or Driver/messenger	Aide or Driver/messenger
<b>TOTAL POSTS 10</b>	<b>TOTAL POSTS 6</b>



- 
- \* An additional post may be provided for Ministers whose portfolios relate to the activities of more than one executing institution/department (i.e. Portfolio).
- 3.3 The services of employees in the Private Office of an Executive Authority or Deputy Minister may be obtained by means of-
- (i) temporary appointments based upon contracts for-
    - a. the term of office of the incumbent Executive Authority or Deputy Minister which will terminate at the end of the first month after the month in which the term of that Executive Authority or Deputy Minister terminates for any reason; or
    - b. a period not exceeding three years.These appointments may be made without following an open advertisement process;
  - (ii) transfers from components in the department or from any other department;
  - (iii) secondments from other departments or any other body;
  - (iv) direct employees from components within the department in question to temporarily perform work in the Private Office (section 32 of the Public Service Act). Those employees may at any time be directed to return to their original components in the department.
- 3.4 The core staff will be determined by the relevant executive authorities who may decide on the creation and grading of posts subject to the job evaluation process as identified in their structure based on proven needs and provided that sufficient funds are available in terms of the medium-term expenditure framework (MTEF). Regulations B.2 and F of Part III, Chapter 1 of the Public Service Regulations are applicable.

#### **4. SPECIAL ADVISERS**

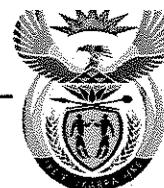
**Special Advisers** may be employed in terms of the conditions as laid down by the Cabinet.

#### **5 GENERAL**

- 5.1 Some elements of this paragraph contain, for ease of reference, extracts from paragraph 2 of Chapter 8 of the Ministerial Handbook and must therefore be read in conjunction with the Ministerial Handbook.
- 5.2 The Chief of Staff of the Ministry/Premier's office is in charge of the overall management of the Ministers or Premiers office.
- 5.3 The Head of Office is in charge of the overall management of a Deputy Minister's or a MEC's office and reports to the Chief of Staff of the Ministry.
- 5.4 Executing Authorities may decide to collapse the posts of Appointments Secretary and Private Secretary into one post as identified in their structure based on proven needs. It is advisable that the incumbent of the post Private Secretary should not be the Chief of Staff of the Ministry.
- 5.5 The Head of Office in consultation with the Chief of Staff should formulate job descriptions for each member of staff in the Ministry within the framework of the functions of the respective officers approved by the Cabinet.



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- 5.6 Clear procedures should be compiled for recording executive authorities meetings, handling of correspondence, answering parliamentary questions and ministerial speeches and briefings.
- 5.7 The Chief of Staff, in consultation with the department should develop an effective automated system for the management of correspondence and documentation of the executive authority.
- 5.8 The approved post of Chief Director (Communications) should be located within the structure of the department though answerable to the Minister and under his/her direction in respect of policy matters of the department. The incumbent should be responsible for the media relations of a Minister and his/her department.
- 5.9 Driver/Messenger: The messenger that was responsible for messenger duties can now also perform driving duties. The National Protection Unit (SAPS) will still be responsible for protection and security service to political office-bearers. Cognisance must be taken of the provisions in paragraph 10.1.3 and paragraph 10.1.4 of the Financial Manual regarding the payment of allowances.
- 5.10 Employees appointed to the core staff establishment as contemplated in paragraph 1 of Chapter 8 of the Ministerial Handbook, read with paragraph 3 above, should be informed with their appointment that the allowances payable in terms of paragraph 10 of the Financial Manual, are only payable during the period of the appointment and will be terminated at the end of the appointment.
- 5.11 The payment of allowances to employees serving executive authorities should be dealt with in terms of the provisions contained in paragraph 10 of the Financial Manual read in conjunction with this Determination. Further-
- 5.11.1 the continued payment of payment allowances in respect of an employee who received such allowances on 1 March 1999 should be dealt with in terms of clause 2 of Part XIX of PSCBC Resolution 3 of 1999; and
- 5.11.2 in respect of new incumbents the continued payment or initiation of the payment of allowances, should be tested against the under-mentioned criteria. (The said criteria represent the elements provided for in the establishment and maintenance of the allowances.)
- (a) Inconvenience of working environment (e.g. interaction with persons with high standing);
- (b) Recruitment (longer working hours- overtime)
- (c) Undertaking duties that lie outside the employee's primary career or profession;
- (d) Clothing maintenance; and/or
- (e) Travelling.
- 5.12 Driver/Messenger



The calculation of the monthly allowance payable to drivers in terms of paragraph 10.1.3(a) of the Financial Manual provides for 107 hours of converted overtime in a month. Therefore, the driver may only claim overtime payment for overtime work in excess of the above-mentioned hours.

#### 5.13 Household Manager

The calculation of the monthly allowance payable to household managers in paragraph 10.1.7 of the Financial Manual provides for 50 hours converted overtime work in a month. The Household Manager therefore, may only claim for overtime payment for overtime performed in excess of the above-mentioned hours.

5.14 Part XIX of PSCBC Resolution 3 of 1999 applies to various occupational dispensations/levels, whilst it also determines only the maximum value of allowances payable. Therefore, the allowances payable to the categories of staff as determined in paragraph 10 of the main document should be paid. The latter document also contains the latest values as maintained on an annual basis and will thus be higher than the original maximum values contained in the above-mentioned collective agreement.

#### 5.15 Clothing grant:

##### 5.15.1 Clothing grant as a single once-off payment:

- (a) This amount is a once-off grant to the incumbent of the post to whom such a grant is payable. It is not paid again when the incumbent serves a new political office bearer, without any interruption in the service. Provision is made in the monthly personal non-pensionable allowance for the maintenance of clothing, once the clothing grant is paid. The adjustment of this component with the CPI on Clothing and Footwear is considered annually by the Minister for the DPSSA. This single clothing grant to the relevant personnel is for the purchase of (formal) clothing outfits on the provision that they -
  - (i) furnish proof of their clothing purchases; and
  - (ii) be contractually bound for a period of 24 months, after making use of the relevant concession, to repay the full amount made available, or a pro rata portion thereof, to the State should they resign or should their services be terminated as a result of misconduct before expiry of the 24 months.
- (b) Therefore, the only time that the same person is thus eligible for the payment of this clothing grant again, is when he/she had an interruption in service.

##### 5.15.2 Clothing grant as an annual payment in the case of driver/messenger in paragraph 10.1.3(b) of the Financial Manual

- (a) Where personnel are expected predominantly to wear their service uniforms, or predominantly to wear their service uniforms that are usually provided by the



department, only the difference between the various uniform provisions and clothing grant in this subparagraph is paid.

- (b) If it is expected of personnel to predominantly wear private clothing, they are entitled to the full clothing grant in this subparagraph.
- (c) Payable on submission of either receipts or statements from firms (duly certified by the driver concerned and the Appointments Secretary/Private Secretary of the political office bearer concerned).
- (d) Payable to either the driver/messenger (in case of receipts) or the supplier (in case of statements) concerned.

## **6. NEED FOR POLICIES TO BE DEFINED WITH REGARD TO THE NEW STRUCTURE**

Departments/provincial administrations have to consider the development of policies with regard to the following aspects:

- 6.1 The filling of these posts will be determined by the fact whether a person is already taken up in such a post, is a serving official in another post or somebody from outside the Public Service. (Departments will have to determine policy in this regard.)
- 6.2 Departments/provincial administrations will have to, with due consideration to the norms and standards contemplated in paragraphs 3 and 4 above, read with chapter 8 of the Ministerial Handbook, determine their specific needs with regard to posts to be filled:
  - 6.2.1 strategies and goals will have to be determined;
  - 6.2.2 re-organising if necessary.
- 6.3 Since the CORE's are not so narrowly defined as was the case with the previous Personnel Administration Standard (PAS) system, departments/provincial administrations will have to determine which CORE will be most suitable to accommodate the relevant personnel. In doing so, departments should take care that the relevant person is taken up in the most suitable CORE. It might be necessary to evaluate the job in terms of the job evaluation system to determine the level/grading of the job. The following CORE's could, inter alia, be considered:
  - 6.3.1 Management and General Support Personnel
  - 6.3.2 Communication and Information Related Personnel.
- 6.4 Although the personnel referred to in paragraph 3 above were previously appointed in (a) post/posts on the fixed establishment of departments/provincial administrations on the basis of a work-study investigation, the incumbents of such posts are still responsible to the relevant executive authority (Minister, MEC etc.). In other words support is given to the individual. Therefore, each executive authority has the prerogative of who supports him/her. The implication is that each executive authority will/can appoint the personnel of his/her choice.
- 6.5 In the above regard, departments/provincial administrations will have to determine the appointment capacity, which can be one of the three alternatives (having regard to the measures in Part VII A – H of the Public Service Regulations, 2001):



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- 6.5.1 Appointment on the fixed establishment – taken up in the most suitable CORE;
  - 6.5.2 Contractual appointment.
  - 6.5.3 Secondment.
  - 6.7 The grading of a post, with paragraph 4 in mind, should be determined in a job evaluation investigation.
  - 6.8 Although it was the original intention that incumbents in former “role playing posts” return to the occupational class/es of origin, in many cases for many reasons such as scarcity of trained and experienced personnel, personnel never returned to the occupational class/es of origin.

## **7. ALLOWANCES**

The details of and the calculations of the allowances payable to personnel serving executive authorities are dealt with in the Financial Manual.

## **8. CONSULTATION AND NEGOTIATION**

A new collective agreement may be negotiated as provided for in PSCBC Resolution 3 of 1999.



**the dpsa**

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Public Service and Administration  
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Inquiry: Mr D J Bosman  
Telephone nr (012) 336 1255  
Reference nr 17/10/P & 17/8/P

Director-General  
National Treasury  
Private Bag X115  
**PRETORIA**  
0001

Attention: Ms Carina Bester

**FINANCIAL MANUAL FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS AND ADJUSTMENT OF THE BASIC SALARY FOR THE CALCULATION OF OVERTIME IN TERMS OF THE DETERMINATION ON WORKING TIME**

1. This Department's evenly numbered letter dated 1 August 2011 refers.
2. Following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, the Minister for Public Service and Administration determined in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, the adjustment of the under-mentioned allowances and tariffs with effect from 1 July 2011:
  - 2.1 Standby Allowance,
  - 2.2 Separation Allowance,
  - 2.3 Cryptographic Allowance,
  - 2.4 Personal Non-pensionable Allowance (PNPA): Allowances for Personnel Serving Executing Authorities,
  - 2.5 Allowances Payable to Research Personnel and Members of Visiting Teams: Antarctic and Gough and Marion Islands; and
  - 2.6 Adjustment of the Rates of Casual Workers which cannot be linked to Specific Occupational Classes.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

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LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata



3. The Minister for Public Service and Administration, following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, continued to determine in terms of section 3(5)(a) of the Public Service Act, 1994, that the maximum basic salary for purposes of the calculation of overtime, as contained in paragraph 4.1 of Part I and paragraph 1.1 of Part III of the Determination on Working Time, be adjusted to R185,958 p.a. with effect from 1 July 2011.
4. It would be highly appreciated if the PERSAL system could be adjusted accordingly.



**DIRECTOR-GENERAL**

**DATE:** 29 November 2011





**the dpsa**

Department:  
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**REPUBLIC OF SOUTH AFRICA**

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Ms G Nkosi	(Macro Benefits)	(012) 336 1199	17/10/P
Mr D J Bosman	(General Benefits)	(012) 336 1255	17/8/P
Mr E Harris	(Remuneration Policy)	(012) 336 1520	

## TO HEADS OF DEPARTMENTS/ PROVINCIAL ADMINISTRATIONS

### ADJUSTMENT OF THE ALLOWANCES AND TARIFFS IN THE FINANCIAL MANUAL FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS AND THE DETERMINATION ON WORKING TIME: WITH EFFECT FROM 1 JULY 2011: PSCBC RESOLUTION 2 OF 2011

1. This Department's evenly-numbered circular dated 1 August 2011 has reference.
2. Following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, the Minister for Public Service and Administration determined in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, the adjustment of the under-mentioned allowances and tariffs with effect from 1 July 2011:
  - 2.1. Standby Allowance,
  - 2.2. Separation Allowance,
  - 2.3. Cryptographic Allowance,
  - 2.4. Personal Non-pensionable Allowance (PNPA): Allowances for Personnel Serving Executing Authorities,
  - 2.5. Allowances Payable to Research Personnel and Members of Visiting Teams: Antarctic and Gough and Marion Islands; and

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata  
Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumfo na Valawuri



- 2.6. Adjustment of the Rates of Casual Workers which cannot be linked to Specific Occupational Classes.
3. The Minister for Public Service and Administration, following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, continued to determine in terms of section 3(5)(a) of the Public Service Act, 1994, that the maximum basic salary for purposes of the calculation of overtime, as contained in paragraph 4.1 of Part I and paragraph 1.1 of Part III of the Determination on Working Time, be adjusted to R185,958 p.a. with effect from 1 July 2011.
4. The attached Financial Manual for Purposes of the Calculation and Application of Allowances and Benefits (Financial Manual) and the Determination on Working Time have been adjusted accordingly. The revised Financial Manual and Determination on Working Time are also available on the dpsa website at [http://www.dpsa.gov.za/cos\\_documents.asp](http://www.dpsa.gov.za/cos_documents.asp)
5. National Treasury has approved under reference 17/5 p dated 28 November 2011, the additional expenditure emanating from the above-mentioned determinations, provided that the additional expenditure is met from current departmental budget allocations.

  
DIRECTOR-GENERAL

DATE: 29 November 2011

